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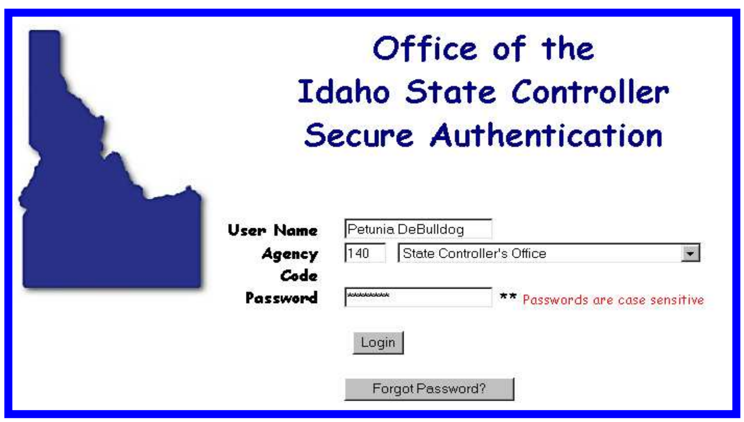
Welcome to IBIS and our self guided training exercises. Our intent is to offer you an alternative method to learn the basic Query Studio functionality at your own pace and time. Exercises will take you from the basics of building a list report through the filtering, formatting and scheduling processes. Each exercise should take no more than 15 – 20 minutes from beginning to end. Exercises can always be saved in your “My Folders” area in IBIS, then open and complete later as you have time.

Instructor led classes are held on a monthly basis at the SCO office in Boise. For class dates and times refer to our Training, Instructor Led link at our website http://www.sco.idaho.gov/web/scoweb.nsf/displayview?ReadForm&L1=Training&L2=Instructor-Led+Courses. Should you encounter questions along the way, please feel free to e-mail our trainers at SCOtrainer@sco.idaho.gov.

Begin at the SCO website www.sco.idaho.gov
Logon just as you do now for P-Card Accounting, I-TIME, or Pay Stubs.



Select IBIS from the Application Selection Menu.

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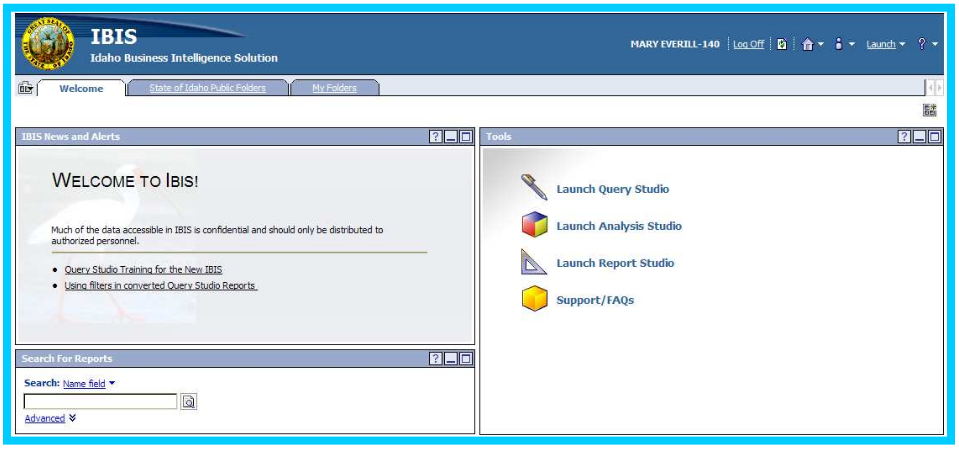
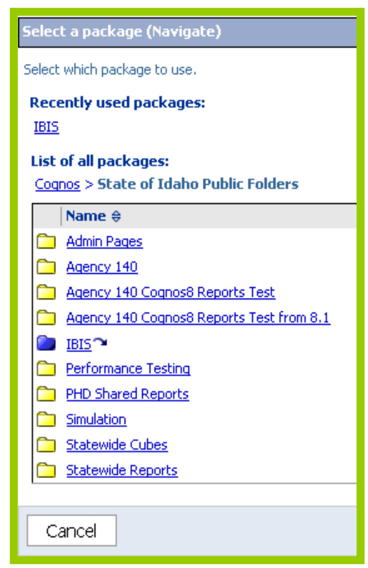
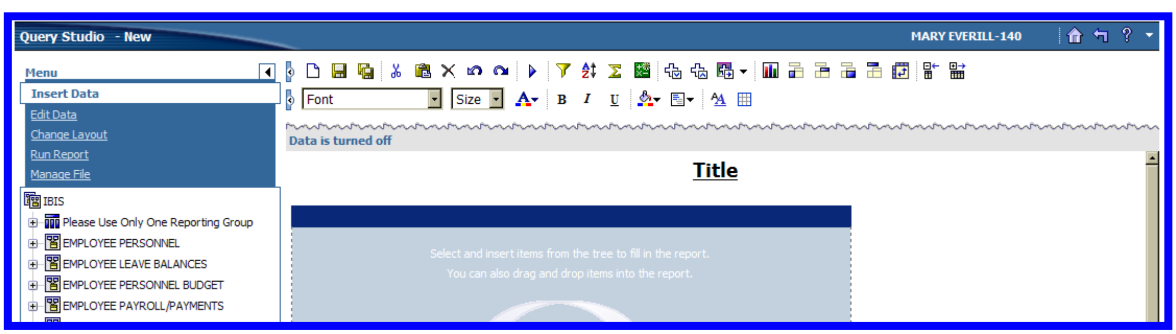
Launch Query Studio.



Open the IBIS package, Query Studio will open at the Insert Data Menu with a clean report area for you to begin.





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Exercise 1: Create a Simple List Report

Purpose: As new users we need to familiarize ourselves with the reporting 'groups' and data selection from the query subjects within. At this time we are not concerned with specific EIS or STARS questions, rather the functionality of the ad hoc report writing tool.

1. Begin by opening the EMPLOYEE PERSONNEL reporting group by clicking on the + sign next to the reporting group title.
2. Open the EMPLOYEE query subject. Highlight the LAST NAME field and click on the Insert at the bottom of the left hand navigation grid.
3. Highlight the MIDDLE NAME field and double click to insert.
4. Highlight the FIRST NAME field and drag into the work area. Watch the blinking bar, and drop (insert) between the LAST NAME and MIDDLE NAME column.
5. Select a series of query items with the SHIFT key. Highlight ORIGINAL HIRE DATE and suppress the SHIFT key. Select the BENEFIT ELIG DATE. All fields between the first and second select should be highlighted. Click on Insert
6. Select items in random order with the CTRL key. Highlight WORK CITY and suppress the CTRL key. Holding the CTRL key down, select WORK COUNTY, WORK STATE, and scroll to the top of the query subject and select COUNT OF EMPLOYEES and click Insert

Data is turned off

Title

LAST NAME	FIRST NAME	MIDDLE NAME	ORIGINAL HIRE DATE	LATEST HIRE DATE	BENEFIT ELIG DATE	WORK CITY	WORK COUNTY	WORK STATE	Count of Employee
abcd	abcd	abcd	Aug 13, 2008	Aug 13, 2008	Aug 13, 2008	abcd	abcd	abcd	1,234
abcd	abcd	abcd	Aug 13, 2008	Aug 13, 2008	Aug 13, 2008	abcd	abcd	abcd	1,234
abcd	abcd	abcd	Aug 13, 2008	Aug 13, 2008	Aug 13, 2008	abcd	abcd	abcd	1,234
Summary									**1,234**

7. Highlight the LAST NAME query item and click the cut icon and Cut the column.
8. Paste the column LAST NAME next to MIDDLE NAME by highlighting ORIGINAL HIRE DATE and clicking the paste icon
9. Run your report.

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Exercise 2: Add Pre-defined filters to List Report

Purpose: To understand how pre-defined filters can be the basis of a reporting group and where to find the most commonly chosen filters for your query subjects. Using these pre-defined filters saves time by not having to find the query item, insert it in the work area, and then going through the steps of building the filter. Make sure you have the Run Report menu set to 'Preview with No Data' before you proceed.

We will remain in the Simple List Report built in Exercise 1. Make sure you have the reporting group – EMPLOYEE PERSONNEL open and

1. Make sure the EMPLOYEE PERSONNEL reporting group is open.
2. Collapse the Query Subjects that are open by clicking the – sign. Scroll to the bottom of the reporting group for pre-defined filters ACTIVE EMPLOYEE, TERMED EMPLOYEE, CURRENT POSITION, CLASSIFIED, and NON-CLASSISFIED.
3. Highlight the filter ACTIVE EMPLOYEE then drag it in the work area of your list report. The filter icon and name will be listed in the upper left of your work area, above your list report items.
4. Repeat the process to bring in the CURRENT POSITION filter.

ACTIVE EMPLOYEE

CURRENT POSITION

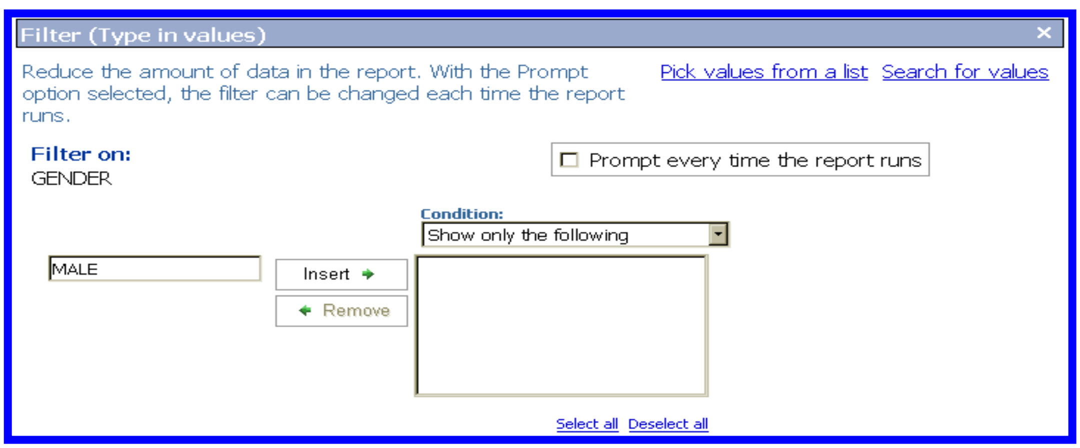
LAST NAME	FIRST NAME	MIDDLE NAME	ORIGINAL HIRE DATE	LATEST HIRE DATE	BENEFIT ELIG DATE	WORK CITY	WORK COUNTY	WORK STATE	Count of Employee
abcd	abcd	abcd	Aug 14, 2008	Aug 14, 2008	Aug 14, 2008	abcd	abcd	abcd	1,234
abcd	abcd	abcd	Aug 14, 2008	Aug 14, 2008	Aug 14, 2008	abcd	abcd	abcd	1,234
abcd	abcd	abcd	Aug 14, 2008	Aug 14, 2008	Aug 14, 2008	abcd	abcd	abcd	1,234
Summary									**1,234**

5. Open the filters by clicking the filter icon in front of CURRENT POSITION. Filters are now combined into AND/OR statements.
6. Delete the pre-defined filters ACTIVE EMPLOYEE and CURRENT POSITION, by using the undo arrow icon in the toolbar.
7. Open the reporting group FILTERS at the bottom of the Insert Data grid.
8. Highlight and select the pre-defined filter ACTIVE EMPLOYEE/CURRENT POSITION
9. Run your report.

Exercise 3: Build a custom filter in a list report

Purpose: In our first exercises we created simple list reports using pre-defined filters. We will modify the current report and insert additional fields to filter on query items of our choice. <u>Set 'Preview with No Data' before you proceed.</u>

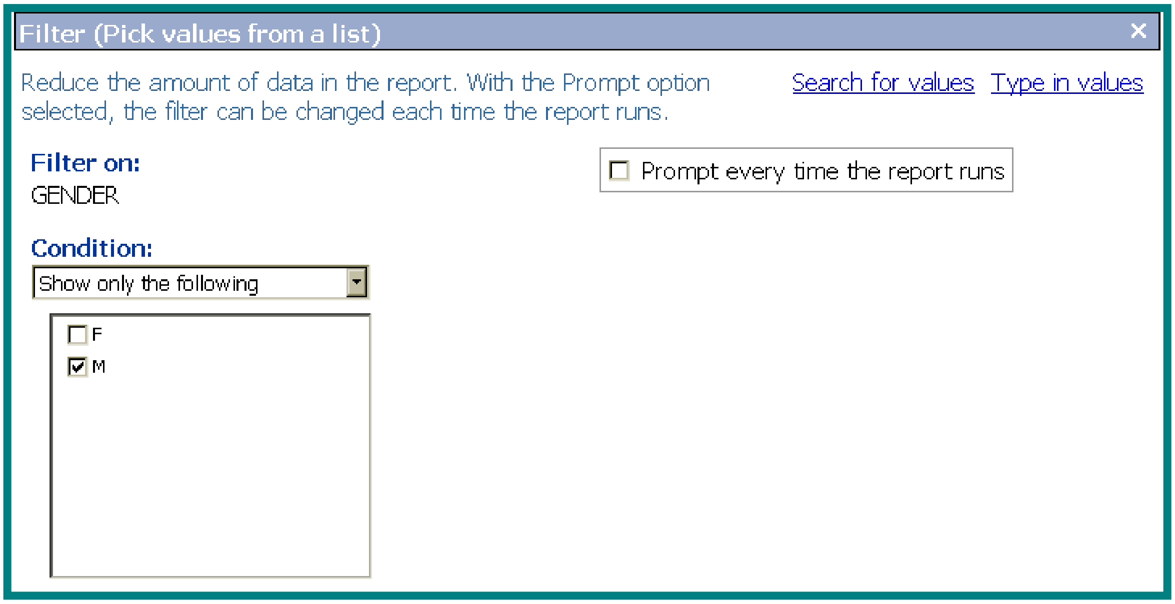
1. Make sure the EMPLOYEE PERSONNEL reporting group is open.
2. Highlight the LATEST HIRE DATE on the report.
3. Hold the CTRL down and select BENEFIT ELIG DATE and WORK STATE, then click the delete icon or press the Delete key.
4. Remain in the EMPLOYEE PERSONNEL reporting group and open the query subject EMPLOYEE
5. Insert the query item GENDER by highlighting it and dragging it between the fields MIDDLE NAME and ORIGINAL HIRE DATE.
6. Select the GENDER field (notice the column heading turns gold).
7. Select the filter option (Edit Data menu, use the filter icon or right-click the field). The filter selection opens a dialog box.
8. Type in the word MALE and click the Insert box.



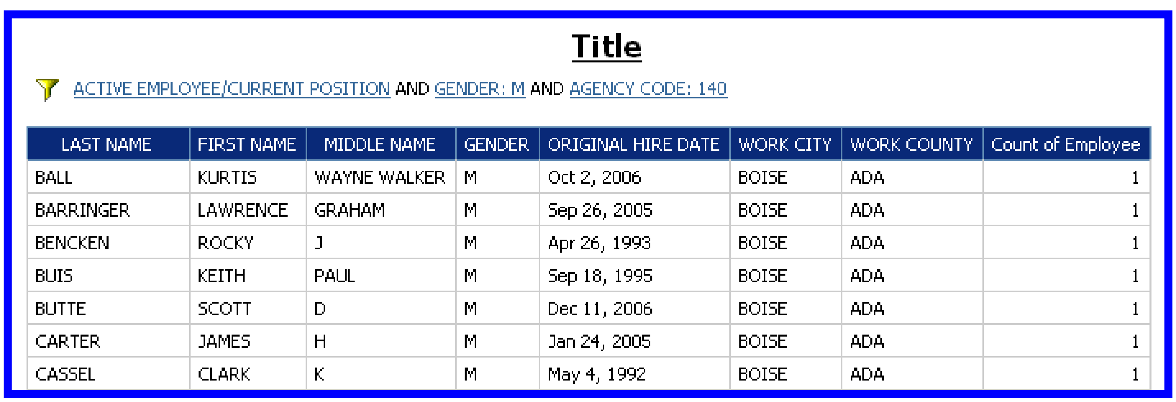
9. Leave the Condition statement on 'Show only the following' and click OK.
10. You will get a second select showing the new filter combined with the Active/Current Position filter. Again, click OK.
11. Run your report.

Your report ran but with no data available. The filter only works with the proper values entered..

12. To modify the filter GENDER: MALE , click the hyperlink in the filter line.
13. Highlight the criteria MALE in the filter selection box and click **Remove**.
14. In the upper right corner of the filter grid click the link to “Pick values from a list”.
15. A drop-down box will display all of the valid options. The **Condition:** options are M for male or F for female.. You can also mouse over the query item to see how the field is defined.



16. Select the option ‘M’ and click OK.
17. Run your report.



Title

ACTIVE EMPLOYEE/CURRENT POSITION AND GENDER: M AND AGENCY CODE: 140

LAST NAME	FIRST NAME	MIDDLE NAME	GENDER	ORIGINAL HIRE DATE	WORK CITY	WORK COUNTY	Count of Employee
BALL	KURTIS	WAYNE WALKER	M	Oct 2, 2006	BOISE	ADA	1
BARRINGER	LAWRENCE	GRAHAM	M	Sep 26, 2005	BOISE	ADA	1
BENCKEN	ROCKY	J	M	Apr 26, 1993	BOISE	ADA	1
BUIS	KEITH	PAUL	M	Sep 18, 1995	BOISE	ADA	1
BUTTE	SCOTT	D	M	Dec 11, 2006	BOISE	ADA	1
CARTER	JAMES	H	M	Jan 24, 2005	BOISE	ADA	1
CASSEL	CLARK	K	M	May 4, 1992	BOISE	ADA	1

NOTE: Agencies are predefined to filter for your Agency data. AGENCY CODE: 140 filter above for SCO purpose only!

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Exercise 4: Build group filter combinations

Purpose: To create a payroll payments report specific to certain cost centers (INDEX or PCA) using the same BU (budget unit). Users may already know PCA or BU numbers, however, a quick query selecting these fields and the associated description may help narrow your search. Begin with a clean report sheet by clicking on the icon for new report. Run a list for your agency and pick two PCA or INDEX with the same BU.

AGENCY CODE: 140

INDEX CODE	INDEX TITLE	BUDGET UNIT CODE	BUDGET UNIT
	NOT APPLICABLE	SCAA	ADMINISTRATION -
	NOT APPLICABLE	SCBA	STATEWIDE ACCOUNTING -
	NOT APPLICABLE	SCCA	STATEWIDE PAYROLL -
	NOT APPLICABLE	SCDA	COMPUTER CENTER -
2502	ACCOUNTING ADMIN.	SCBA	STATEWIDE ACCOUNTING -
2522	DSA ADMINISTRATION PAYROLL ALLOCATION	SCBA	STATEWIDE ACCOUNTING -
2544	DSA IBIS	SCBA	STATEWIDE ACCOUNTING -
2602	SYSTEM ADMINISTRATION	SCBA	STATEWIDE ACCOUNTING -
2630	ACCOUNTING SYSTEM UPGRADE	SCBA	STATEWIDE ACCOUNTING -
2702	ACCOUNTING OPERATIONS	SCBA	STATEWIDE ACCOUNTING -
2802	REPORTING AND REVIEW	SCBA	STATEWIDE ACCOUNTING -

For our agency 140 example, INDEX 2602 and 2630 both have the same BU SCBA. We will begin with a clean report sheet by clicking on the icon for new report.

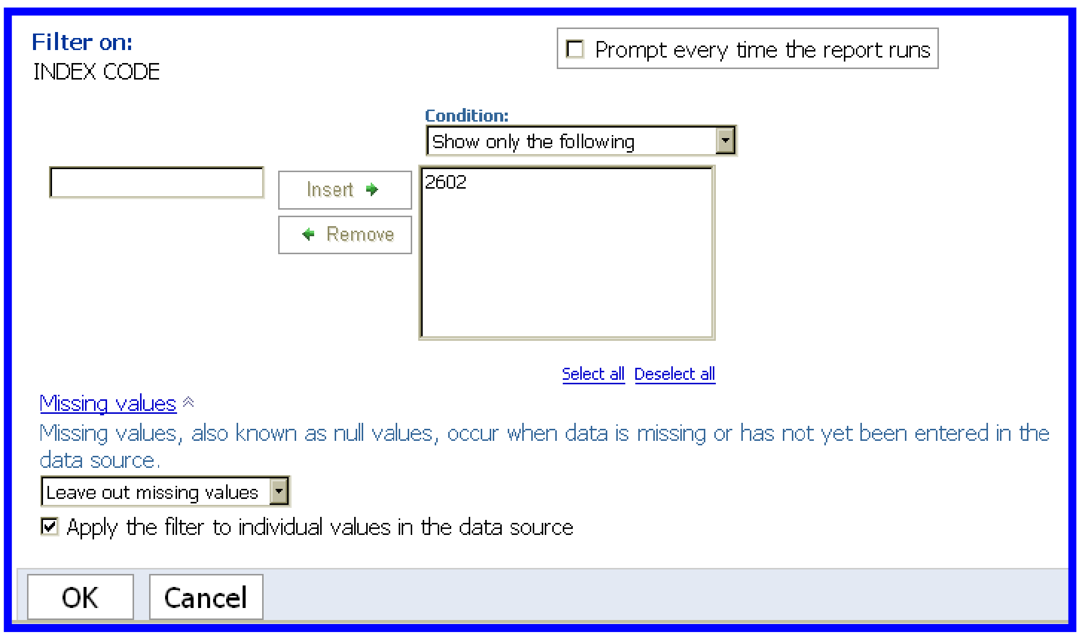
The query items to include in our report are: AGENCY CODE, PROCESS DATE, INDEX CODE or PCA NO, BUDGET UNIT CODE, LAST NAME, GL AMOUNT. We will also add pre-defined filter ACTIVE EMPLOYEE.

1. At the main Menu under Insert Data, open the 'reporting group' EMPLOYEE PAYROLL/PAYMENTS by clicking the + sign. (Notice this reporting group is pre-filtered on GL 4200)
2. Open the Query Subject AGENCY.
3. Use the CTRL key to select INDEX CODE and BUDGET UNIT CODE and click Insert.
    a. If you are a PCA driven agency only select the BUDGET UNIT CODE. Add your PCA from the query subject PROGRAM.
4. Close the AGENCY query subject by clicking the – sign
5. Open the Query Subject EMPLOYEE
6. Double-click the query item LAST NAME. The query item will be added to the left of the last column entered.
    a. Close the EMPLOYEE query subject by clicking the – sign.
7. Open the Query Subject VENDOR AND OTHER INFO

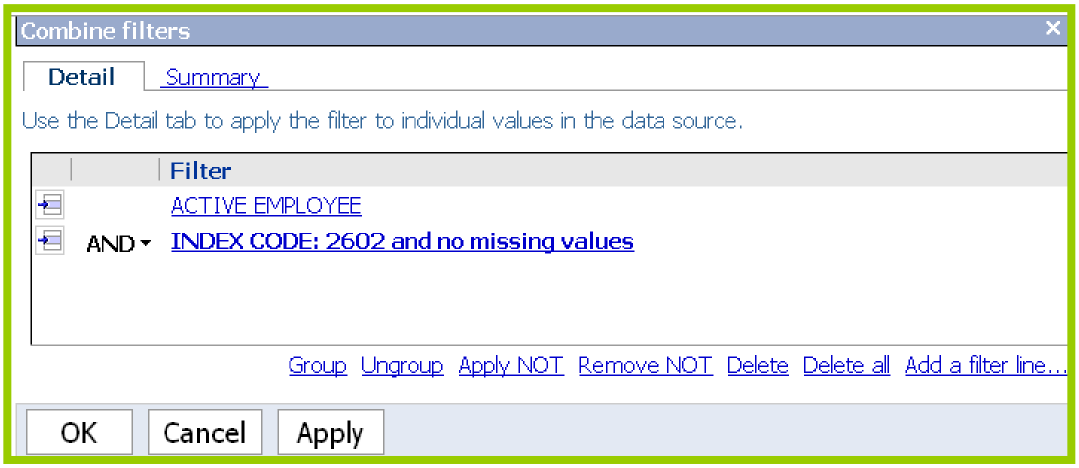
8. Scroll to the bottom of the list and select PROCESS DATE.
9. Drag PROCESS DATE in between AGENCY CODE and INDEX CODE or PCA NO.
10. Close the VENDOR AND OTHER INFO query subject by clicking the – sign
11. Open the Query Subject GL. Select the measurement GL AMOUNT and double click to add to the query list report.
12. Close the GL query subject by clicking the – sign.
13. Scroll to the bottom of the query subjects in the EMPLOYEE PAYROLL/PAYMENTS reporting group. Add the filter ACTIVE EMPLOYEE.

Your query items have all been added. You are now ready to begin building and grouping your filters. We will be building filters on the INDEX CODE or PCA NO you found in your first query.

14. Click the column heading INDEX CODE or PCA NO and then select the filter option by using the icon, right-click for a drop-down menu or use the Edit Data menu.
15. Insert the INDEX CODE or PCA NO to the selection list. Leave the Condition statement on “Show only the following”.
16. Scroll down to the Missing values and click the down-arrow to open the selection criteria. Select “Leave out missing values” and click OK.



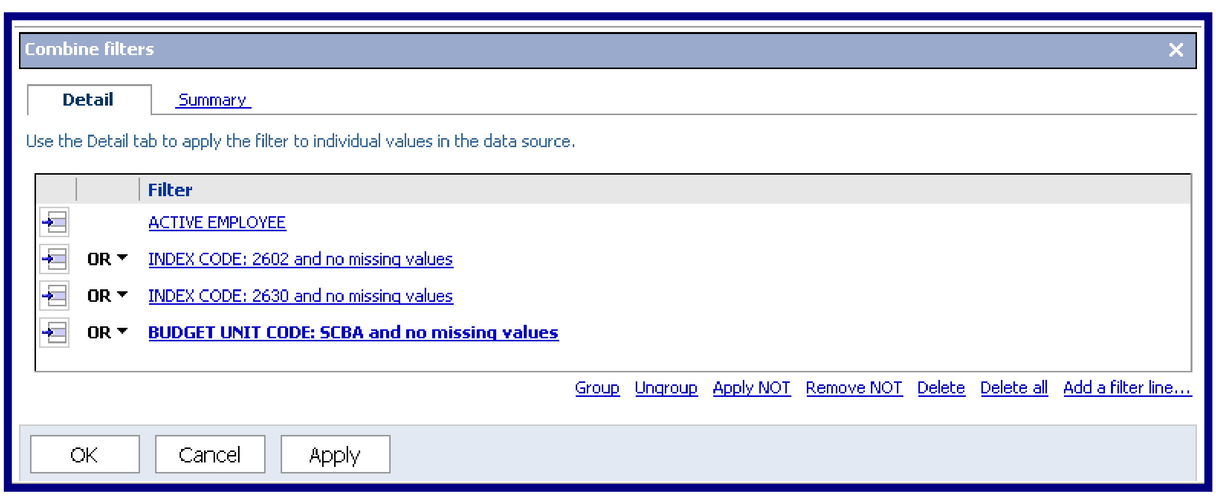
17. Confirm the filters as they are now grouped with the Pre-defined filter ACTIVE EMPLOYEE AND INDEX CODE: 2602 and no missing values. Click OK to accept the grouped filter.



18. To add the second filter on INDEX CODE or PCA, repeat steps 1 – 4
    a. By re-selecting the same field you will be prompted to Select an option; Click - Add a filter to INDEX CODE.

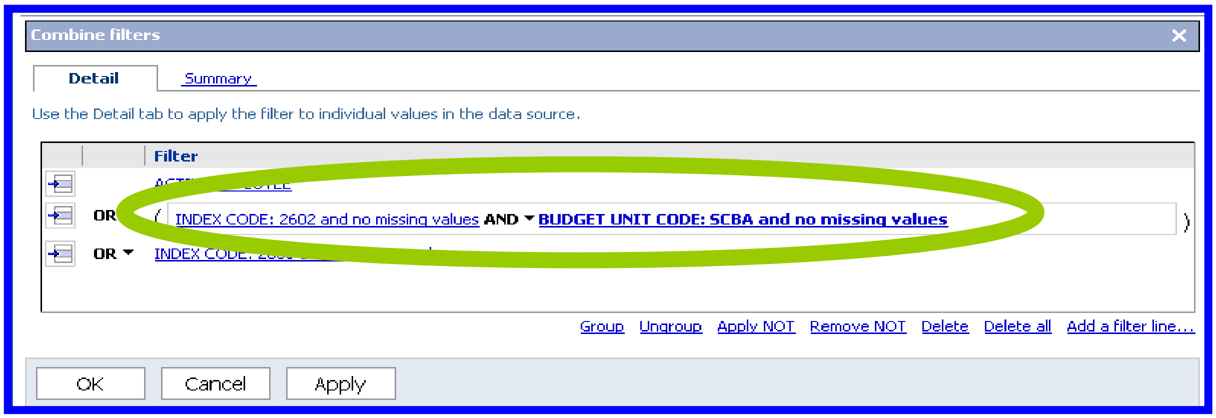
The primary filters have been added and now the secondary filters for BUDGET UNIT CODE can be added.

19. Click on the column heading BUDGET UNIT CODE and select the filter option by using the icon, right click for drop-down menu or the Edit Data menu.
20. Insert the BUDGET UNIT CODE in the selection list. Leave the Condition statement on the default of “Show only the following”.
21. Scroll down to the **Missing values** link and click the down-arrow to open the selection criteria.



22. Select “Leave out missing values” and click OK.

23. Using your CTRL key select the first INDEX CODE or PCA NO and the new line item for the BUDGET UNIT CODE. When you select the filters, the rows are highlighted for easy visibility. Click on the Group hyperlink and then OK to complete.
24. Make sure the new group is changed to INDEX CODE AND BUDGET UNIT CODE, rather than OR.

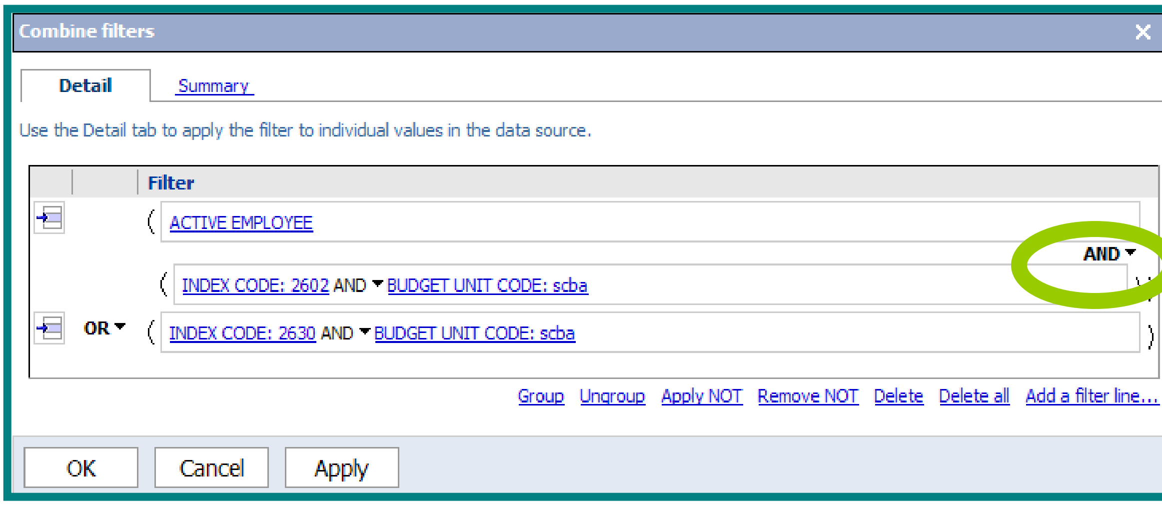


25. Repeat steps 7 – 11 adding a second filter on the same BUDGET UNIT CODE. By re-selecting the same field you will be prompted to Select an option;
    Click - Add a filter to BUDGET UNIT CODE.
26. Run your report.

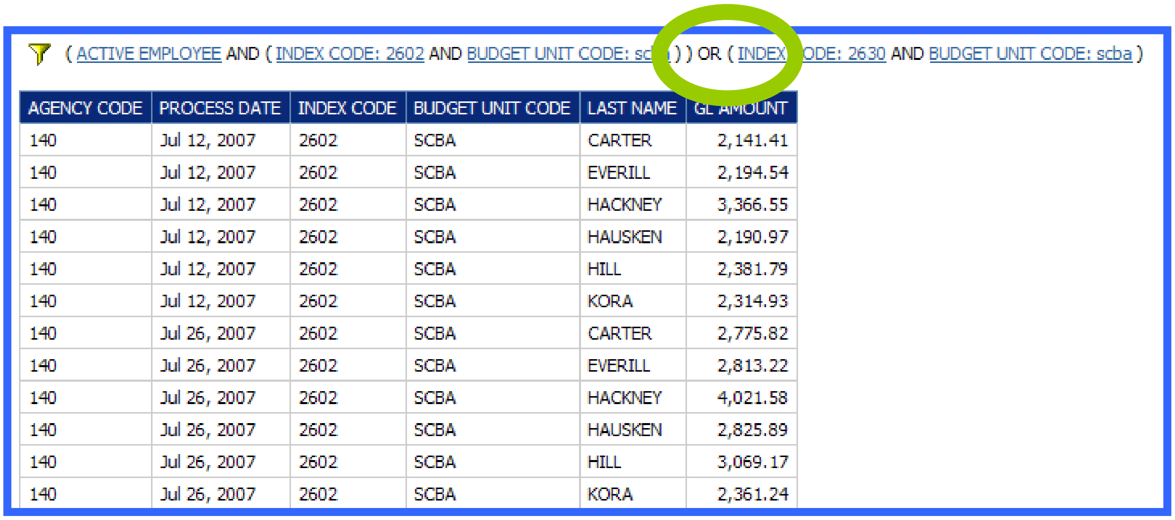
Exercise 5: Edit your filters

Purpose: To learn to open and edit grouped filters as well as accessing filters within the group for editing. Using Advanced Filters can be confusing with the AND/OR statement possibilities. We will continue with the report we were building in Exercise 4. Set 'Preview with No Data' before you proceed.

1. Click the filter icon to open the existing filter. This will open the Combined Filters dialog box.
2. Select the ACTIVE EMPLOYEE filter.
3. Use the 'CTRL' key and select the grouped filter INDEX CODE: 2602 AND BUDGET UNIT CODE: SCBA and click Group.
4. The filters are now a separate group from the third filter. On the right side between the new group filter, change the AND/OR to AND.



5. The AND/OR statement connecting the two groups should remain as OR.
6. Re-run your report.



AGENCY CODE	PROCESS DATE	INDEX CODE	BUDGET UNIT CODE	LAST NAME	GL AMOUNT
140	Jul 12, 2007	2602	SCBA	CARTER	2,141.41
140	Jul 12, 2007	2602	SCBA	EVERILL	2,194.54
140	Jul 12, 2007	2602	SCBA	HACKNEY	3,366.55
140	Jul 12, 2007	2602	SCBA	HAUSKEN	2,190.97
140	Jul 12, 2007	2602	SCBA	HILL	2,381.79
140	Jul 12, 2007	2602	SCBA	KORA	2,314.93
140	Jul 26, 2007	2602	SCBA	CARTER	2,775.82
140	Jul 26, 2007	2602	SCBA	EVERILL	2,813.22
140	Jul 26, 2007	2602	SCBA	HACKNEY	4,021.58
140	Jul 26, 2007	2602	SCBA	HAUSKEN	2,825.89
140	Jul 26, 2007	2602	SCBA	HILL	3,069.17
140	Jul 26, 2007	2602	SCBA	KORA	2,361.24

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Exercise 6: Add more filters to existing combinations

Purpose: As reports are designed, we often get more detail information than is necessary. This exercise will illustrate how eliminating one query item can simplify and summarize the ad hoc report. Adding filters also helps fine tune the report by looking at specific date ranges in addition to set criteria. Deleting the LAST NAME field will eliminate line item detail and adding a filter on PROCESS DATE will narrow our search criteria even further. Remember to watch the way filters group automatically. Make sure you take into account filters that will be required and use the AND, such as, ACTIVE EMPLOYEE ***and*** PROCESS DATE. Placing these filters first with the OR statements to follow. We will continue with the report from exercise 4 and 5. Begin each modification by resetting the Run Report menu to 'Preview with no data'.

The query item LAST NAME needs to be deleted to reduce the report to just the summary level of what was processed under the INDEX of PCA for the FY (fiscal year) you selected in your report.

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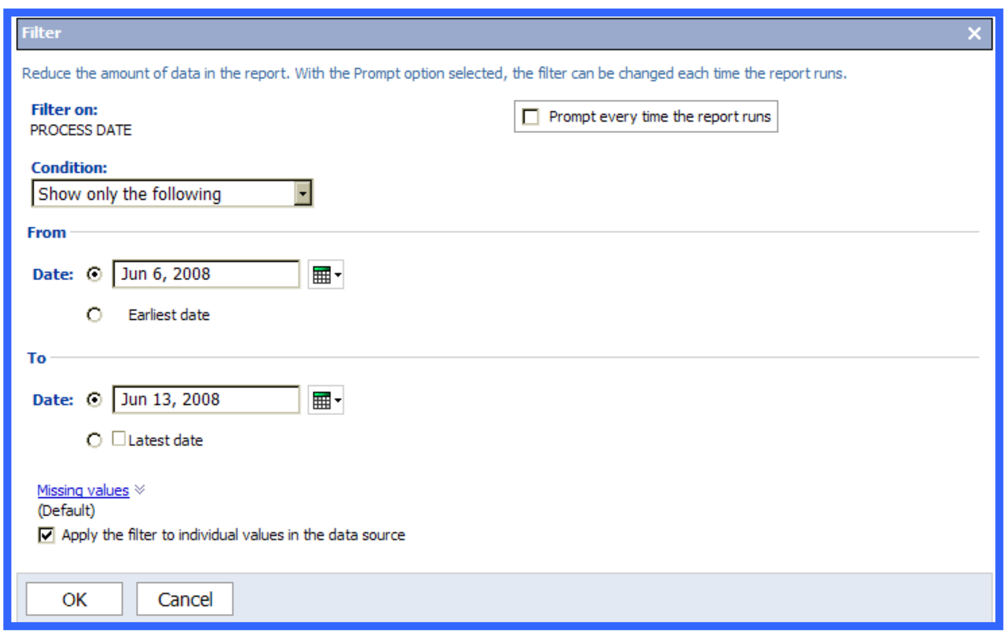
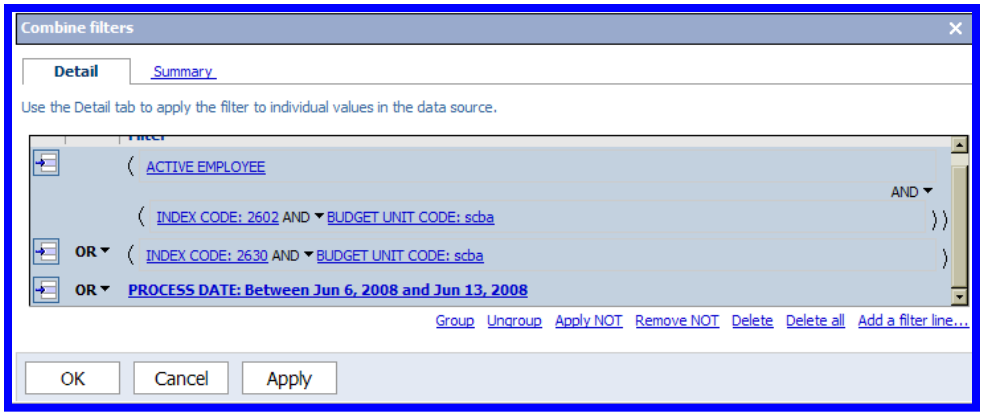
1. To delete the LAST NAME query item, highlight the column heading LAST NAME and delete by using either the X icon, right click for the drop-down menu or use your delete key on your keyboard
2. Highlight the column heading PROCESS DATE and click on the filter icon.

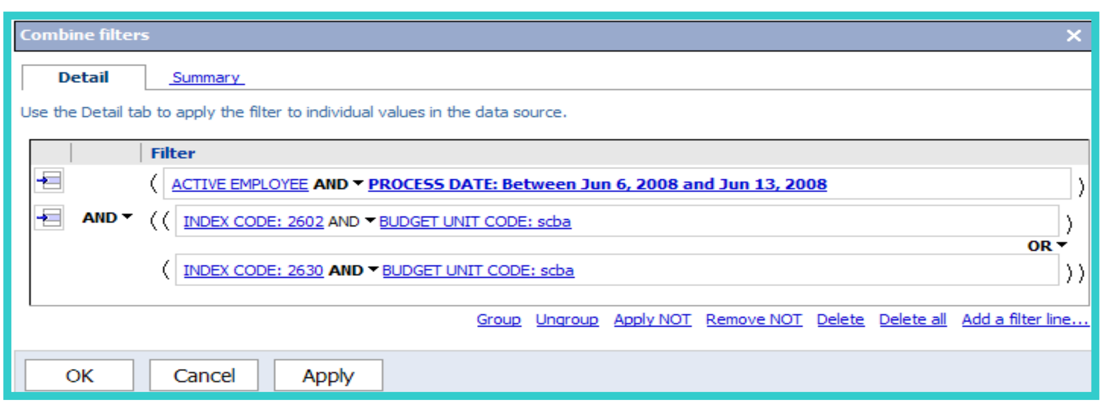


3. Leave the **Condition:** as 'Show only the following' and enter the last payroll date for FY 2008. In the From and To Date options, select Jun 6, 2008 – Jun 13, 2008 and click OK.

4. The Combine Filters dialog box is now reflecting the addition of the PROCESS DATE: Between Jun 6, 2008 and Jun 13, 2008. Notice this is grouped and defaults to the same OR statement as the filter line above. .
5. Remove all the groups. Using your 'CTRL' key select each filter line beginning with the ACTIVE EMPLOYEE. After all lines are highlighted, click **Ungroup**.



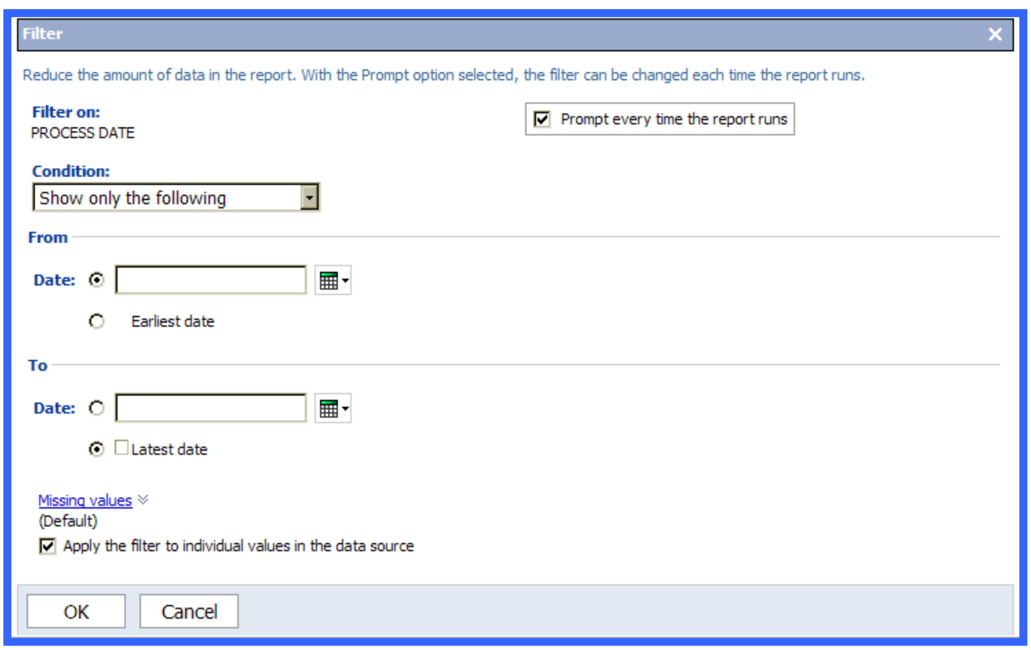
6. We want our report to filter on ACTIVE EMPLOYEE ***AND*** PROCESS DATE first. Group these two filters by using your 'Ctrl' key to highlight and click on **Group**.
7. Make sure to change the AND/OR statement within this group to AND.
8. Because the first INDEX CODE or PCA NO filter and BUDGET UNIT CODE were grouped within a group, they have remained as one grouped filter. Use your 'CTRL' key to highlight the remaining INDEX CODE or PCA NO and the BUDGET UNIT CODE, and click on **Group**.
9. Make sure to change the AND/OR statement within this group to AND.
10. To make the OR statement more specific to the INDEX CODE or PCA NO filters make them two grouped statements within one group. Highlight the first statement and use the 'CTRL' key to highlight the second group . Click on Group.
11. Make sure the AND/OR statement between the ACTIVE EMPLOYEE AND PROCESS DATE is changed to AND before your double group of INDEX CODE or PCA NO filters. The only OR statement should be between the two grouped filters
12. If your statement looks similar to the one below, click on OK. Run the report.



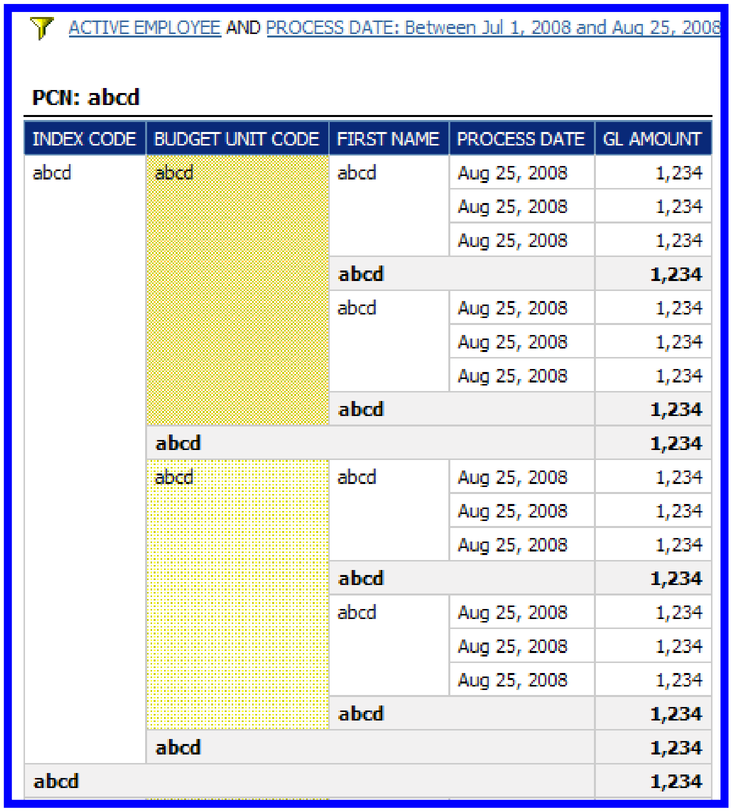
Exercise 7: Filters Cont. (Prompts, groups, deleting)

Purpose: To illustrate how filters can be set to prompt each time the report is run. You will also learn to group Query items and build filters on footer summary items. You will continue to make the following changes in the report in process. <u>Set 'Preview with No Data' before you proceed.</u>

1. In the work space, right-click the filter icon at the beginning of the filter line and select 'Delete all'.
2. Click 'Insert Data' in the main Menu and open the EMPLOYEE PAYROLL/ PAYMENTS 'reporting group'.
3. Open the POSITION CONTROL Query Subject and double-click PCN.
4. Open the EMPLOYEE Query Subject and double click FIRST NAME
5. Add the pre-defined filter ACTIVE EMPLOYEE
6. Highlight the PROCESS DATE column heading and click the filter icon.
7. Select the 'Prompt every time the report runs' option ..
8. Clear the date field in the From/To boxes and then click OK.



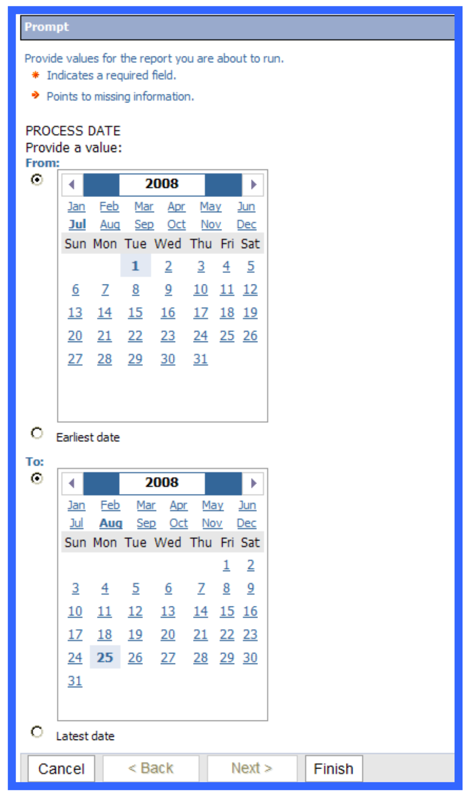
9. Using your CTRL key, select PCN, INDEX CODE/PCA NO, BUDGET UNIT CODE and EMPLOYEE NAME and click the Group icon.



ACTIVE EMPLOYEE AND PROCESS DATE: Between Jul 1, 2008 and Aug 25, 2008

PCN: abcd

INDEX CODE	BUDGET UNIT CODE	FIRST NAME	PROCESS DATE	GL AMOUNT
abcd	abcd	abcd	Aug 25, 2008	1,234
			Aug 25, 2008	1,234
			Aug 25, 2008	1,234
		abcd		**1,234**
		abcd	Aug 25, 2008	1,234
			Aug 25, 2008	1,234
			Aug 25, 2008	1,234
		abcd		**1,234**
	abcd			**1,234**
	abcd	abcd	Aug 25, 2008	1,234
			Aug 25, 2008	1,234
			Aug 25, 2008	1,234
		abcd		**1,234**
		abcd	Aug 25, 2008	1,234
			Aug 25, 2008	1,234
			Aug 25, 2008	1,234
		abcd		**1,234**
	abcd			**1,234**
abcd				**1,234**



10. Make a section break for the PCN. Highlight PCN and click the section icon.
11. Run your report.
12. Complete the date prompt with the From/To as July 1, 2008 – August 25, 2008.
13. Click Finish
14. Complete the Prompt page for FISCAL YEAR and AGENCY CODE (if you have multiple agencies you report on.)

PCN: 0001

INDEX CODE	BUDGET UNIT CODE	FIRST NAME	PROCESS DATE	GL AMOUNT
4501	SCDA	DANIEL	Jul 10, 2008	4,742.96
			Jul 24, 2008	5,551.44
			Aug 7, 2008	4,742.96
			Aug 21, 2008	5,551.43
		DANIEL		**20,588.79**
	SCDA			**20,588.79**
4501				**20,588.79**
0001				**20,588.79**

PCN: 0002

INDEX CODE	BUDGET UNIT CODE	FIRST NAME	PROCESS DATE	GL AMOUNT
4601	SCDA	TERESA	Jul 10, 2008	3,095.31
			Jul 24, 2008	3,951.16
			Aug 7, 2008	3,214.46
			Aug 21, 2008	3,974.98
		TERESA		**14,235.91**
	SCDA			**14,235.91**
4601				**14,235.91**
0002				**14,235.91**

Continue in the same report and build a filter within your groups on the GL AMOUNT.

15. Click Run Report and select the Preview with No Data.
16. Highlight the GL AMOUNT in the body of the report - NOT the column heading. Click the filter icon.

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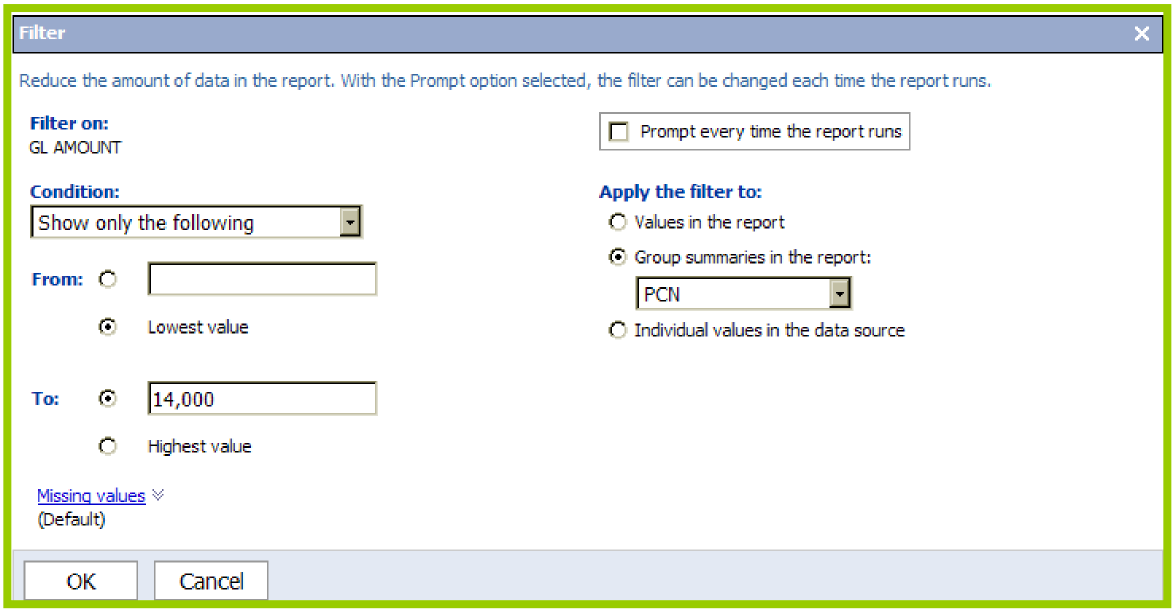
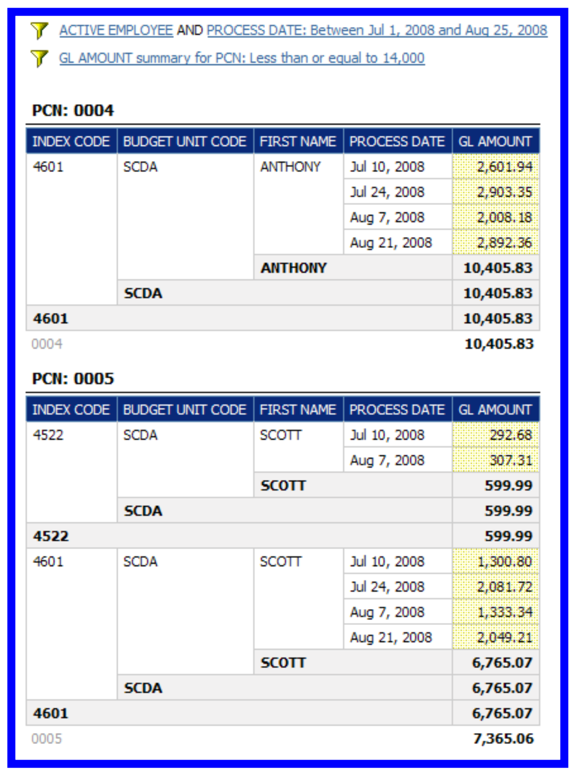


17. Apply the filter to Group summaries in the report and select PCN from the drop-down box.
18. In the Condition: statement:
   - Make sure Show only the following is selected
   - Select Lowest Value in the From: section.
   - Select To: and enter 14,000
   - Click OK.
19. Run the report completing all prompts with the same date ranges as before.
20. Save your report and Log Off.



ACTIVE EMPLOYEE AND PROCESS DATE: Between Jul 1, 2008 and Aug 25, 2008

GL AMOUNT summary for PCN: Less than or equal to 14,000

PCN: 0004

INDEX CODE	BUDGET UNIT CODE	FIRST NAME	PROCESS DATE	GL AMOUNT
4601	SCDA	ANTHONY	Jul 10, 2008	2,601.94
			Jul 24, 2008	2,903.35
			Aug 7, 2008	2,008.18
			Aug 21, 2008	2,892.36
		ANTHONY		**10,405.83**
	SCDA			**10,405.83**
4601				**10,405.83**
0004				**10,405.83**

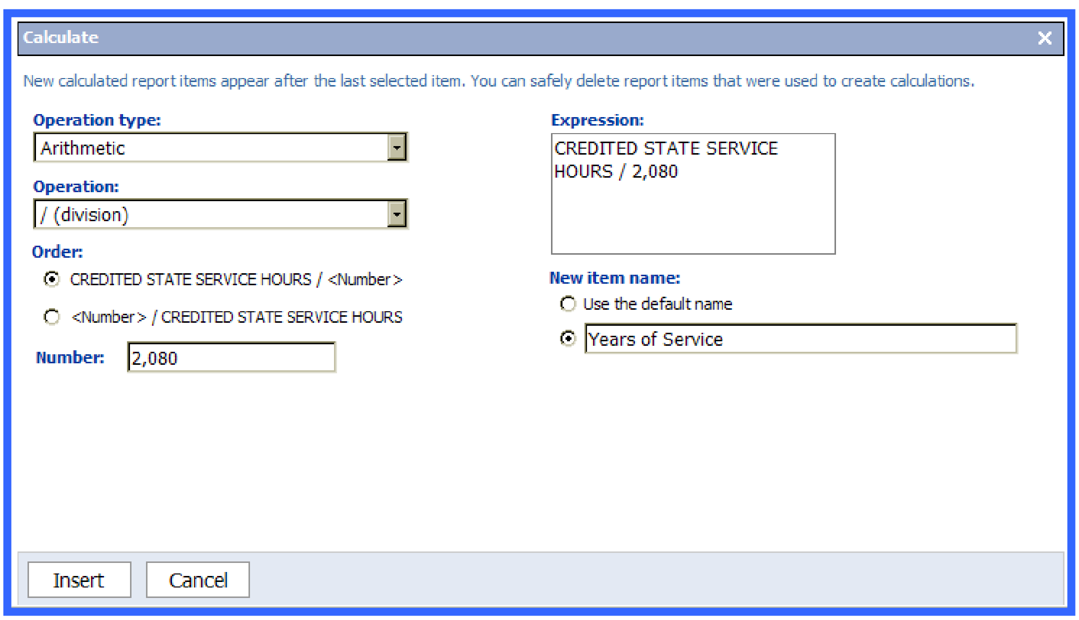
PCN: 0005

INDEX CODE	BUDGET UNIT CODE	FIRST NAME	PROCESS DATE	GL AMOUNT
4522	SCDA	SCOTT	Jul 10, 2008	292.68
			Aug 7, 2008	307.31
		SCOTT		**599.99**
	SCDA			**599.99**
4522				**599.99**
4601	SCDA	SCOTT	Jul 10, 2008	1,300.80
			Jul 24, 2008	2,081.72
			Aug 7, 2008	1,333.34
			Aug 21, 2008	2,049.21
		SCOTT		**6,765.07**
	SCDA			**6,765.07**
4601				**6,765.07**
0005				**7,365.06**

Exercise 8: Build a report with calculated fields, sorts and conditional styles.

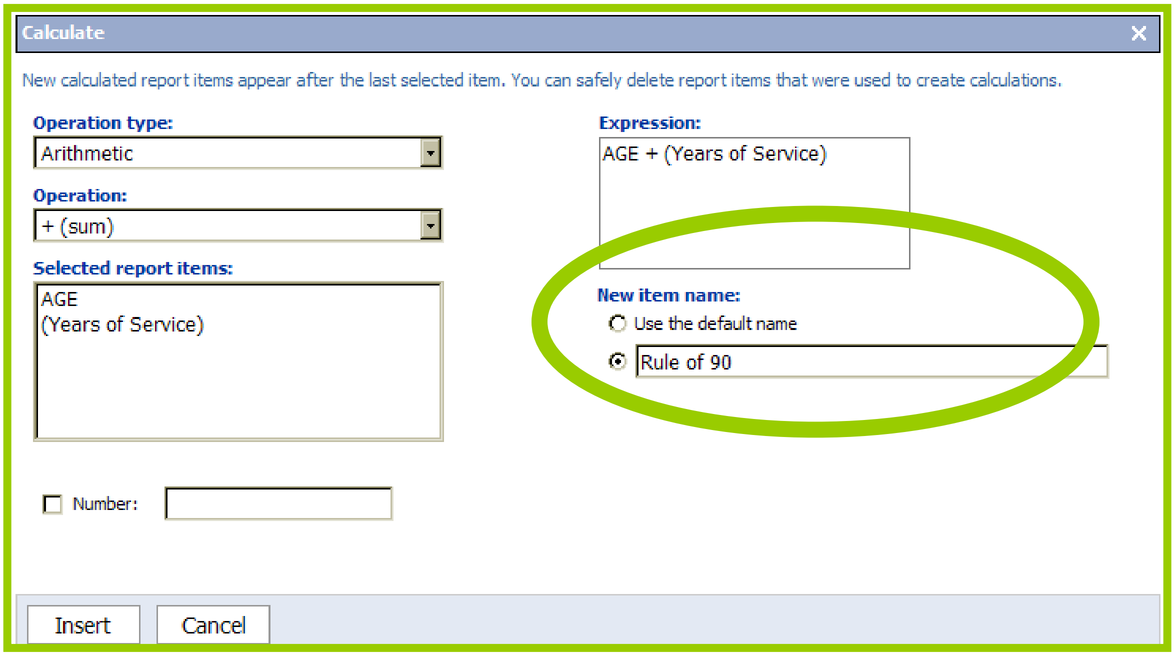
Purpose: To build calculated fields in a report from query items which have not been defined as measurements. The fields we will create will help determine the 'Years of Service' employees in your agency have and the years of service combined with age to calculate the Rule of 90. You will work in the EMPLOYEE LEAVE BALANCES reporting group. *Note: This is an example of calculated fields and does not take into consideration all of the factors used in the true determination of an employees retirement eligibility*. Begin with a clean new report sheet by clicking on the icon for new report.

1. Open the EMPLOYEE LEAVE BALANCES reporting group.
2. Open the EMPLOYEE Query Subject.
3. Use the CTRL key to select and insert FIRST NAME, AGE and LATEST HIRE DATE.
4. Close the EMPLOYEE Query Subject and open LEAVE BALANCES.
5. Double click CREDITED STATE SERVICE HOURS to insert it
6. Close the query subject LEAVE BALANCES.
7. Add the pre-defined filter ACTIVE EMPLOYEE
8. Highlight the CREDITED STATE SERVICE HOURS column heading and click the calculate icon.



9. In the Calculate dialog box change the **Operation:** to /(division),
10. Enter 2,080 in the **Number:** box
11. Enter Years of Service in the **New item name:**,
12. Click Insert.

13. Use the CTRL key to select AGE and Years of Service and click the calculate icon.
14. In the Calculate dialog box, enter Rule of 90 in the **New item name:** field.
15. Click Insert.



16. Right-click the Rule of 90 column and select **Sort, Descending (9 to1)**.
17. Click OK.
18. Save the report to MY FOLDERS.
19. Run the report.

ACTIVE EMPLOYEE

Rule of 90: Descending order

FIRST NAME	AGE	LATEST HIRE DATE	CREDITED STATE SERVICE HOURS	Years of Service	Rule of 90
Employee1	59	Oct 1, 1972	74,706.2	35.916	94.916
Employee2	56	May 1, 1972	76,408.3	36.735	92.735
	59	Dec 27, 2006	69,589.3	33.456	92.456
Employee3	69	Dec 31, 2006	44,527.3	21.407	90.407
Employee4	59	May 26, 1983	57,054.3	27.430	86.430
Employee5	53	Aug 5, 1992	69,185.7	33.262	86.262
	56	Oct 2, 1978	62,824.7	30.204	86.204
Employee6	55	Sep 27, 1978	62,179.3	29.894	84.894
[illegible]	52	Sep 8, 2003	67,720.4	32.558	84.558

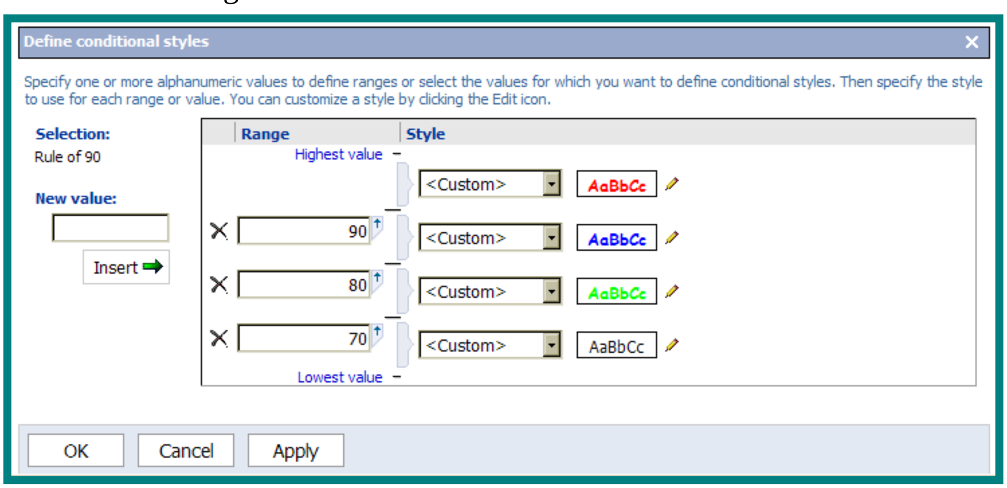
20. Reset the Run Report menu to Preview with no data.
21. Right-click the Years of Service column and select Format data.
22. Change number of decimal places to 0.
23. Right-click the Rule of 90 column and repeat format process in step.
24. Highlight the Rule of 90 column and click Summarize icon.
25. Remove the check mark in the selection box, **Show summaries for footers**.
26. Click OK and run the report.

ACTIVE EMPLOYEE

Rule of 90: Descending order

FIRST NAME	AGE	LATEST HIRE DATE	CREDITED STATE SERVICE HOURS	Years of Service	Rule of 90
Employee1	59	Oct 1, 1972	74,706.2	36	95
Employee2	56	May 1, 1972	76,408.3	37	93
Employee3	59	Dec 27, 2006	69,589.3	33	92
Employee4	69	Dec 31, 2006	44,527.3	21	90
Employee5	59	May 26, 1983	57,054.3	27	86
Employee6	53	Aug 5, 1992	69,185.7	33	86
Employee7	56	Oct 2, 1978	62,824.7	30	86
Employee8	55	Sep 27, 1978	62,179.3	30	85
Employee9	52	Sep 8, 2003	67,720.4	33	85

27. Reset the Run Report menu to Preview with no data
28. CREDITED STATE SERVICE HOURS is not necessary. Highlight and click delete.
29. Right click the Rule of 90 column, and select Define Conditional Styles…
30. Define styles for 90, 80 and 70. You can use the defaults for Excellent, Very Good and Average for the three levels.



31. Click OK.

32. Run your report.

ACTIVE EMPLOYEE

Rule of 90: Descending order

FIRST NAME	AGE	LATEST HIRE DATE	Years of Service	Rule of 90
Employee1	59	Oct 1, 1972	36	95
Employee2	56	May 1, 1972	37	93
Employee3	59	Dec 27, 2006	33	92
Employee4	69	Dec 31, 2006	21	90
Employee5	59	May 26, 1983	27	86
Employee6	53	Aug 5, 1992	33	86
Employee7	56	Oct 2, 1978	30	86
Employee8	55	Sep 27, 1978	30	85
Employee9	52	Sep 8, 2003	33	85
Employee10	57	Jul 21, 1986	27	84
Employee11	53	Sep 1, 1972	30	83
Employee12	62	Jul 10, 1989	19	81
Employee13	54	Oct 20, 1981	27	81
Employee14	58	Apr 28, 1987	22	80
Employee15	52	Feb 5, 1990	28	80
Employee16	57	May 22, 1989	21	78
	51	Apr 24, 1994	27	78
	49	Aug 11, 1980	28	77
	61	Jun 18, 2000	15	76

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Exercise 9A: Define custom groups

Purpose is to reduce data by building custom groups. In this exercise you will add custom groups for “Salary”, “Benefits/ Fringe” and “Misc” using the expenditure sub object codes. The query items to include in our report are: LAST NAME, EXPENDITURE SUB OBJECT CODE, INDEX CODE or PCA NO, INDEX TITLE or PCA, GL AMOUNT, PAYROLL HOURS.

1. At the main Menu under Insert Data, open the ‘Reporting group’ EMPLOYEE PAYROLL/PAYMENTS by clicking the + sign. (Notice this reporting group is pre-filtered on GL 4200)
2. Open query subject EMPLOYEE.
3. Select LAST NAME and click Insert.
4. Close the EMPLOYEE query subject by using the - sign
5. Open query subject FUNDS.
6. Select EXPENDITURE SUB OBJECT CODE and double click.
7. Close the FUNDS query subject by using the - sign
8. Add the INDEX CODE and INDEX TITLE or PCA NUMBER and PCA.
    a. If using INDEX CODE and INDEX TITLE, open AGENCY query subject.
    b. If using PCA NUMBER and PCA open PROGRAM query subject.
9. Use the Ctrl key, select INDEX CODE and INDEX TITLE or PCA NUMBER and PCA and then click Insert.
10. Close the query subject by using the – sign..
11. Open the GL query subject.
12. Uses the Ctrl key, select GL AMOUNT and PAYROLL HOURS click Insert.
13. Close GL query subject using the – sign.

Data is turned off

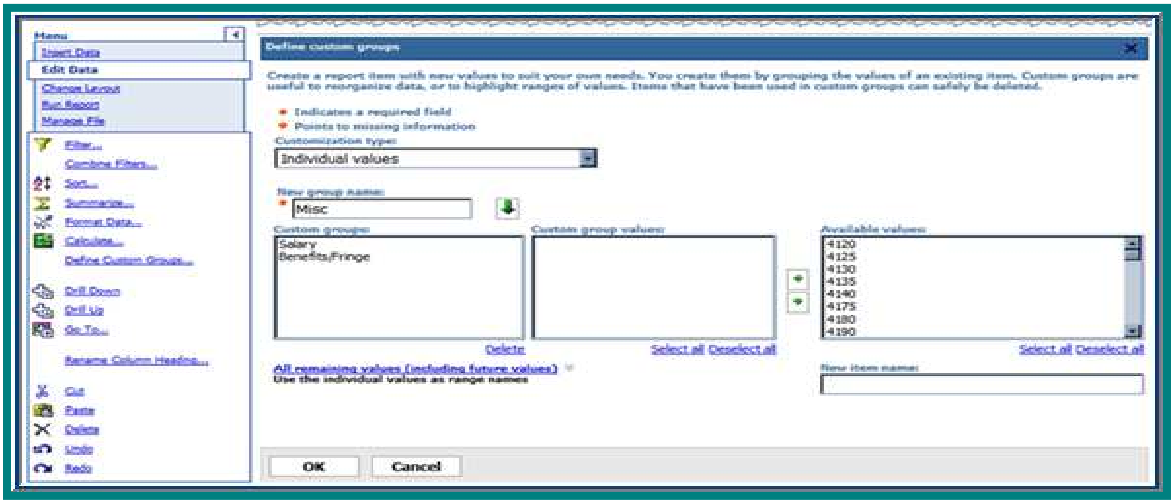
Title

LAST NAME	EXPENDITURE SUB OBJECT CODE	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	1,234	1,234
Summary				**1,234**	**1,234**

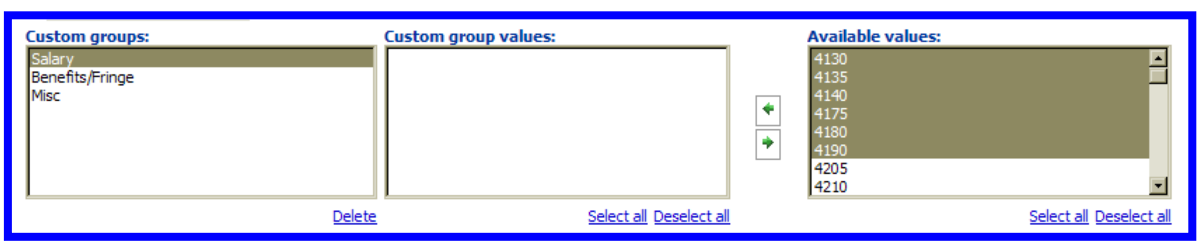
14. In the left hand navigation, change your Menu selection from Insert Data to Edit Data.
15. Select the column heading EXPENDITURE SUB OBJECT CODE, then select Define Custom Groups via the Edit Data menu. (Notice Define Custom Groups cannot be accessed from the toolbar or with a right click.)

16. In the Define custom groups dialog box add “Salary” in NEW GROUP NAME, then click the down arrow. This will add “Salary” to the Custom Groups list.

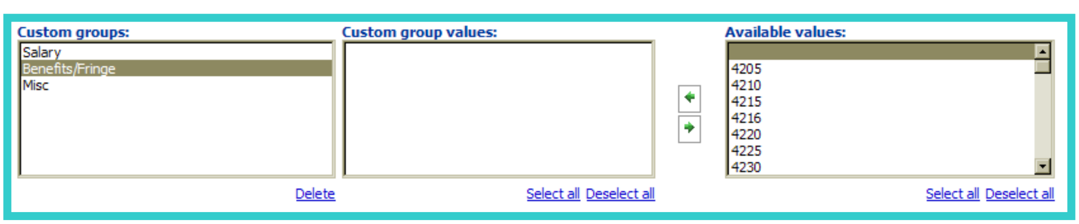
17. Repeat step 16 to add a NEW GROUP NAME for “Benefits/Fringe” and “Misc”. Select down arrow after typing in each new group name.



18. Select the new Custom Group “Salary”.
19. Under AVAILABLE VALUES select the sub object codes 4105 through 4190 for the Custom Group “Salary”
    a. Select 4105 and use the Shift key to select your range.
    b. With the Shift key suppressed, select 4190, (all values between 4105 and 4190 will be highlighted), then click the left arrow to place in Custom group values for “Salary”.



20. Return to Custom groups and select the new “Benefits/Fringe” group. (Notice once value has been selected it is no longer available in the Available values list).



21. Repeat the process in step 19 for the sub object codes 4205 through 4290.
22. Repeat the process in step 18 & 19 and select all other Available Values for the Custom Group "Misc".
23. Name the new column for your custom groups by selecting NEW ITEM NAME under the Available Values dialog box.
24. Add "Pay Type" in the NEW ITEM NAME, then click OK. (Notice new "Pay Type" column).

Data is turned off

Title

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
Summary					**1,234**	**1,234**

25. Run the report.

Title

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
ANDERSEN	4105	Salary	2702	ACCOUNTING OPERATIONS	7,814.40	480.0
ANDERSEN	4205	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	93.12	0.0
ANDERSEN	4210	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	2,175.00	0.0
ANDERSEN	4215	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	20.80	0.0
ANDERSEN	4225	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	811.92	0.0
ANDERSEN	4230	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	50.82	0.0
ANDERSEN	4255	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	14.04	0.0
ANDERSEN	4260	Benefits/Fringe	2702	ACCOUNTING OPERATIONS	597.80	0.0
AUGER	4105	Salary	4601	APPLICATION DEVELOPMENT	8,505.60	480.0
AUGER	4205	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	101.34	0.0
AUGER	4210	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	2,175.00	0.0
AUGER	4215	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	22.70	0.0
AUGER	4225	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	883.74	0.0
AUGER	4230	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	55.26	0.0
AUGER	4255	Benefits/Fringe	4601	APPLICATION DEVELOPMENT	15.12	0.0

Top Page up Page down Bottom

26. Save report to My Folders as "Pay Type".

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Exercise 9B: Format a Report

Purpose: We will continue to work in the report Pay Type. To make the report more visually appealing, we will add a report title and formatting, such as font colors and background colors, and apply a report template.

Title

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
Summary					**1,234**	**1,234**

1. With Shift key suppressed, select LAST NAME and PAYROLL HOURS column headers to select all of the column headers.
2. On the toolbar, click Change Font Styles
3. In the Font color list, click **White**.
4. In the Background color list, click **Blue**.
5. In the Size list, Click **14 pt.**
6. In the Weight list, click **Bold.**
7. Click OK, and then click the white space to the right of the report.
   This deselects the column headers so we can see the new formatting as shown below:

Title

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
Summary					**1,234**	**1,234**

The column headers display the new formatting. We now want to add a title and a filter to the report.

8. Click **Title** at the top of the report.
9. In the Title box, type Pay Type Report, and then click OK.
   The new report title displays at the top of the report. We want to filter the report for expenditure sub object 4105.
10. Click the EXPENDITURE SUB OBJECT CODE column header, and then on the toolbar, click Filter.
11. At the blinking cursor type in 4105 and click Insert, then click OK.

12. Run your report.

The report displays data only for sub object 4105 and your new column Pay Type should only show Salary.

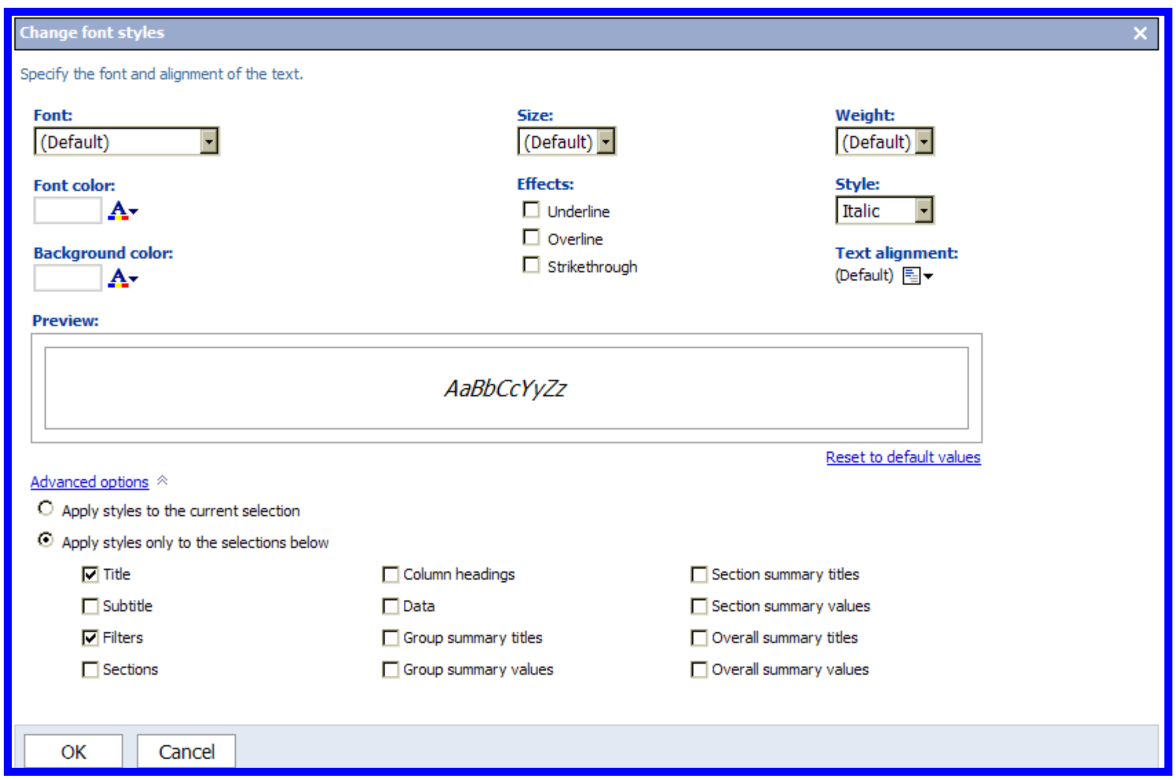
Pay Type Report

EXPENDITURE SUB OBJECT CODE: 4105

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
ANDERSEN	4105	Salary	2702	ACCOUNTING OPERATIONS	9,116.80	560.0
AUGER	4105	Salary	4601	APPLICATION DEVELOPMENT	9,923.20	560.0
BALL	4105	Salary	4510	DISASTER RECOVERY	401.81	28.1
BALL	4105	Salary	4901	LAN	7,634.22	531.9

13. Reset the Run Report menu to Preview with no data.

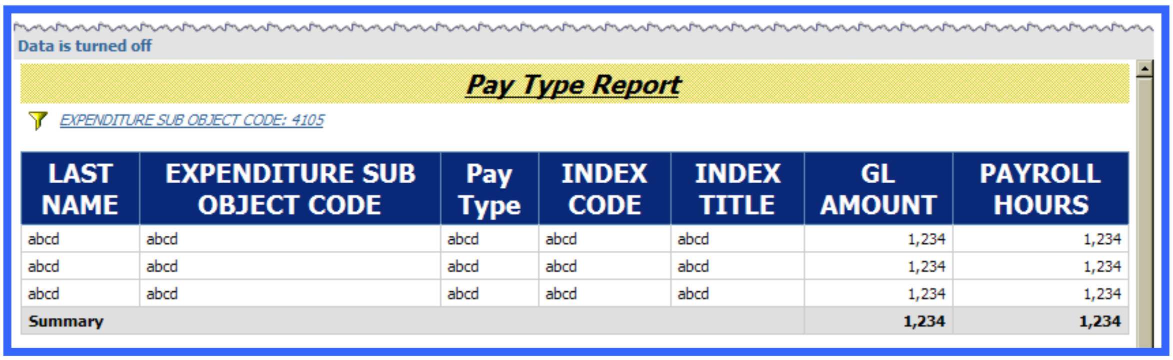
We will format the new report title and the filter text that displays at the top of the report.
14. Click the white space next to **Pay Type Report** at the top of the report.
15. On the toolbar, click Change Font Styles.



16. Change the font properties to the following:
    - Font color: Default
    - Background Color: Default
    - Style: Italic

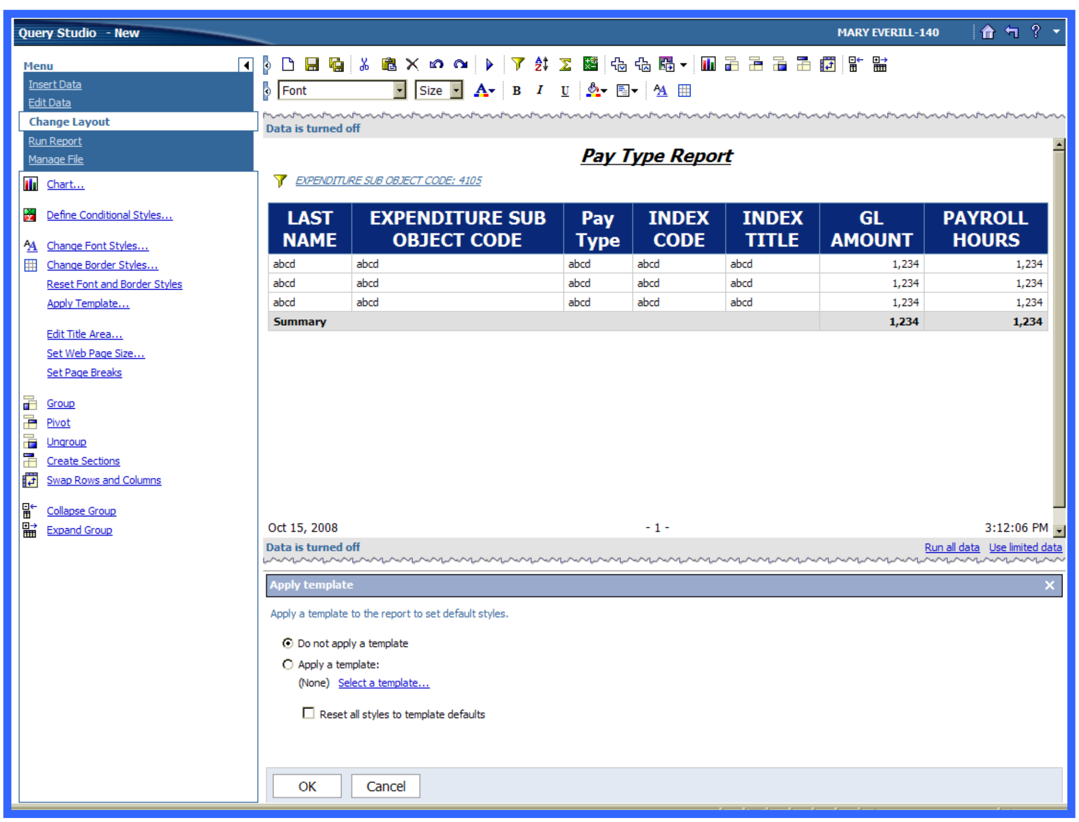
    The Size and Weight are still set to 14 pt Bold.
17. Click Advanced options.
18. Click Apply styles only to the selections below.
19. Select the Title, and Filters check boxes, and then click OK.

    The report title and filter text are formatted, as shown below:

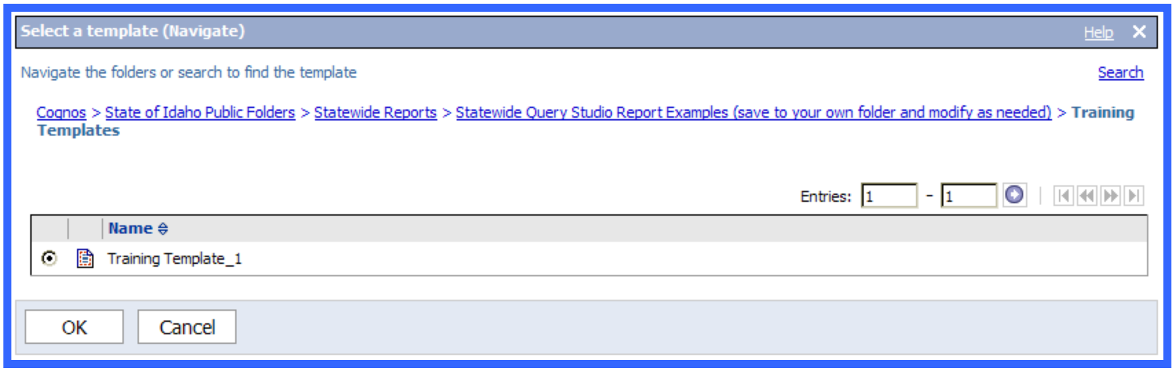


We are now ready to apply a template to the report.

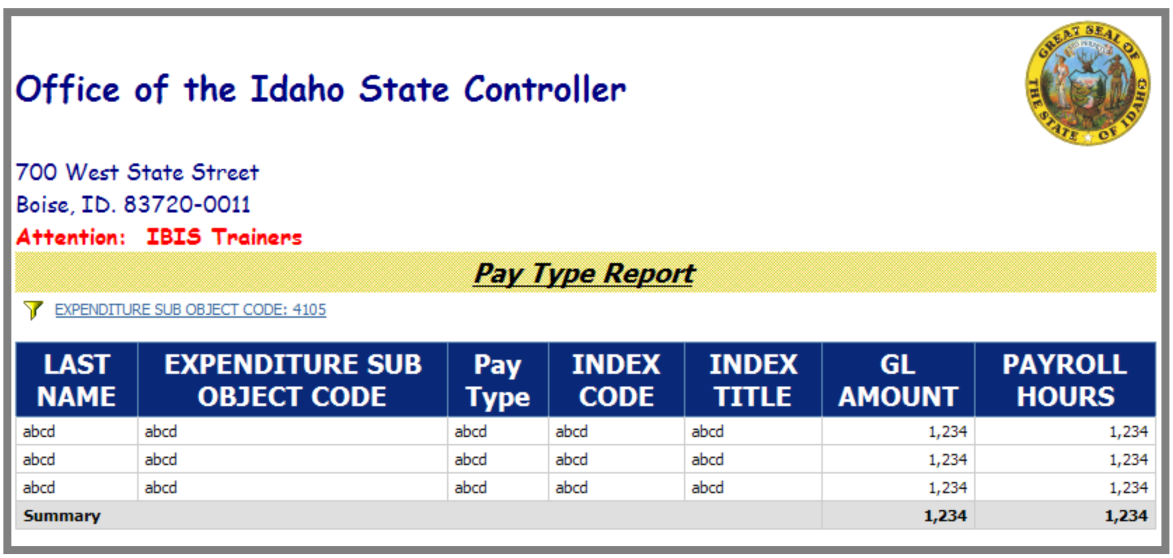
20. From the menu, click Change Layout, and then Apply Template.



21. Click Apply a template, and then click Select a template.
22. From the Select a Template, click Cognos, click State of Idaho Public Folders, click Statewide Reports, click Statewide Query Studio Example Reports, then click Training Templates.
23. Click Training Template_1, click OK and then click OK again.



Notice that the report has a State of Idaho seal in the header. The colors and fonts have been changed to that of the template.



Office of the Idaho State Controller

700 West State Street
Boise, ID. 83720-0011
Attention: IBIS Trainers

Pay Type Report

EXPENDITURE SUB OBJECT CODE: 4105

LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
abcd	abcd	abcd	abcd	abcd	1,234	1,234
Summary					**1,234**	**1,234**

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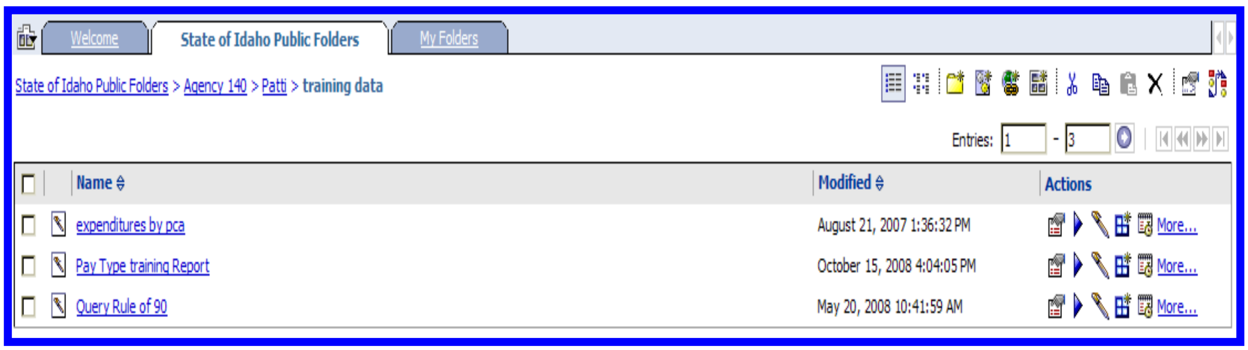
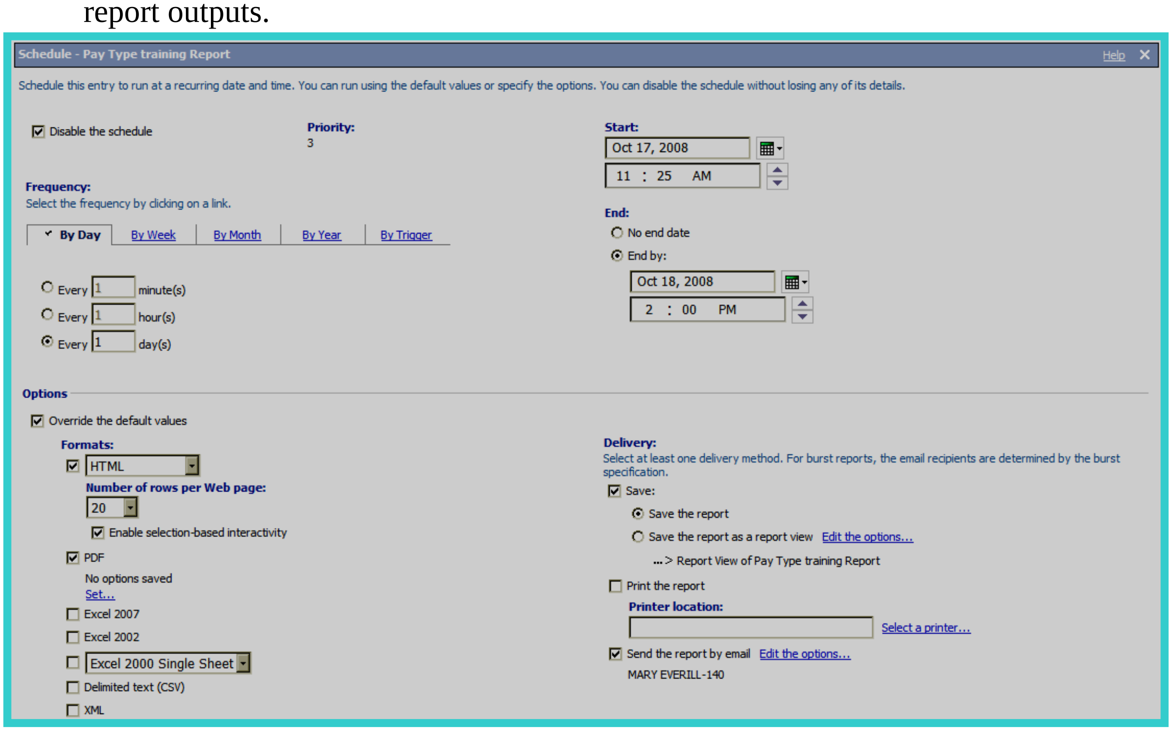
Exercise 10: Schedule a Report

Purpose: To accommodate the needs of various end users, we will schedule the report to run and send e-mail notification on a regular basis. We will prepare the report to run every two minutes so that the data can be analyzed . To accommodate the needs of the various end-users we will render the report outputs in both HTML and PDF.

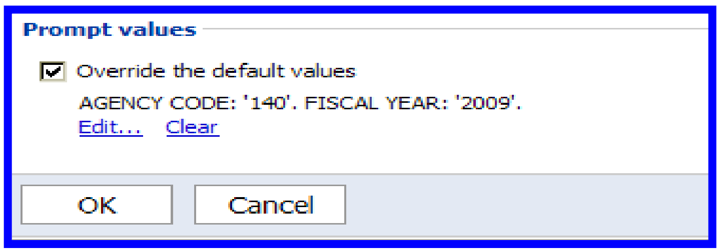
1. From the State of Idaho Public Folders tab, click your Agency ### folder. Reports you created in Query Studio are displayed as shown below:



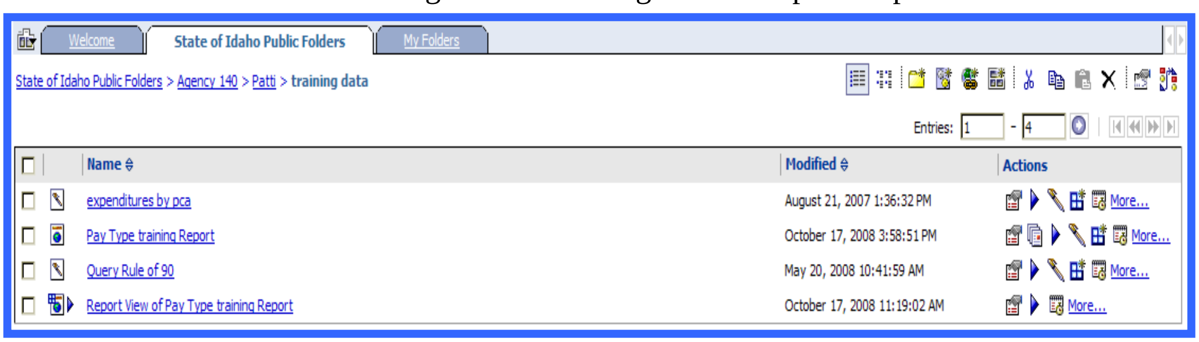
2. Beside Pay Type training Report, under Actions, click Schedule .
3. The Schedule – Pay Type training Report page appears. Here we can specify when we want to create report outputs, and the format and language of these report outputs.



4. In the Frequency section, click the By Day tab, use the default setting of Every 1 day(s)
5. Advance the start time by 2 minutes and give an end date of tomorrow.
6. In the Options section, select the Override the default values check box, and then select the PDF check box.
   Both HTML and PDF are selected.
7. In the Delivery section, ensure that the Save check box is selected, ensure that the button beside Save the report is selected.
8. In the Prompt values section, check the Override the default values.
   Your prompts will be displayed for you to select now, then click OK.

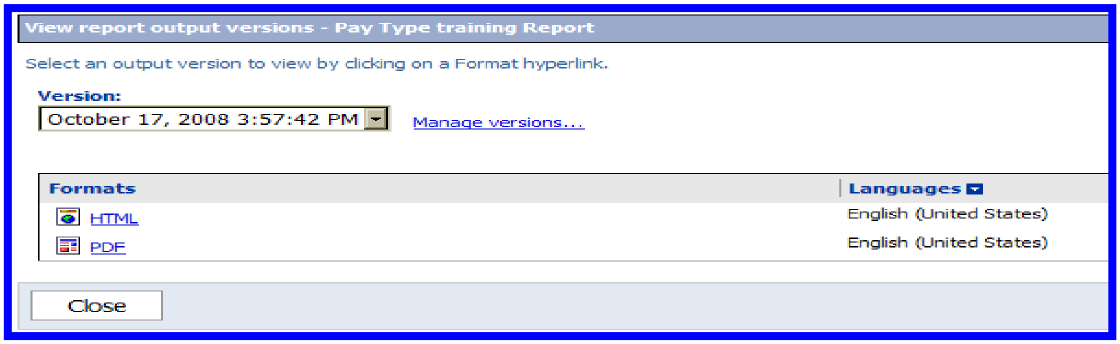


9. After two minutes have passed, click Refresh .
   Beside Pay Type training Report, under Actions, click View the output versions for this report – Pay Type training Report. Pay Type training Report icon shows that the Schedule Management tool has generated report outputs.



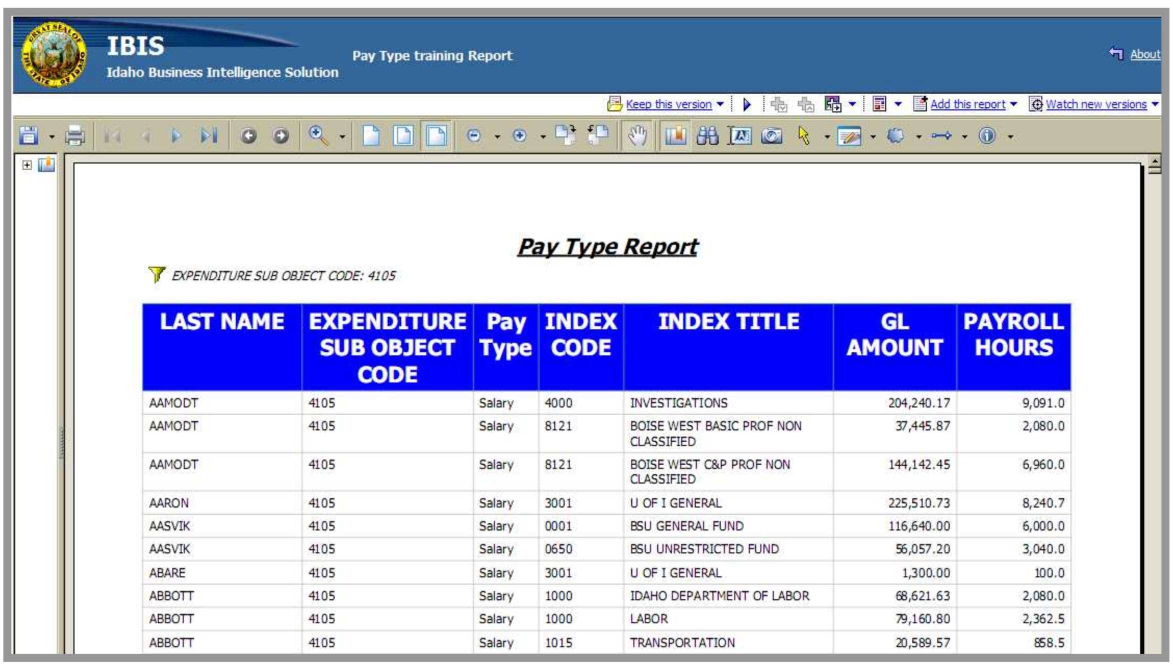
10. Beside Pay Rate training Report, under Actions, click View the output versions for this report – Pay Rate training Report.

The View report output versions – Pay Rate training Report page appears. We can see that two report outputs have been generated (both in English): one in HTML format, and the other in PDF format.



11. Click PDF PDF .

The PDF report output opens in Cognos Viewer, as shown below:



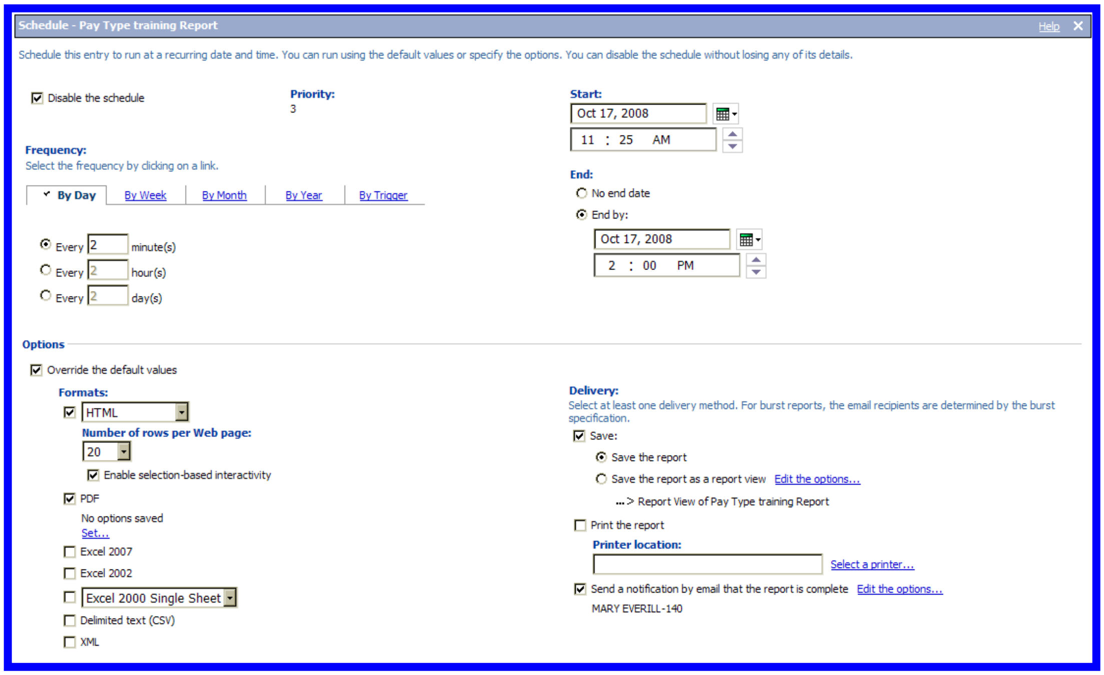
Pay Type Report

EXPENDITURE SUB OBJECT CODE: 4105

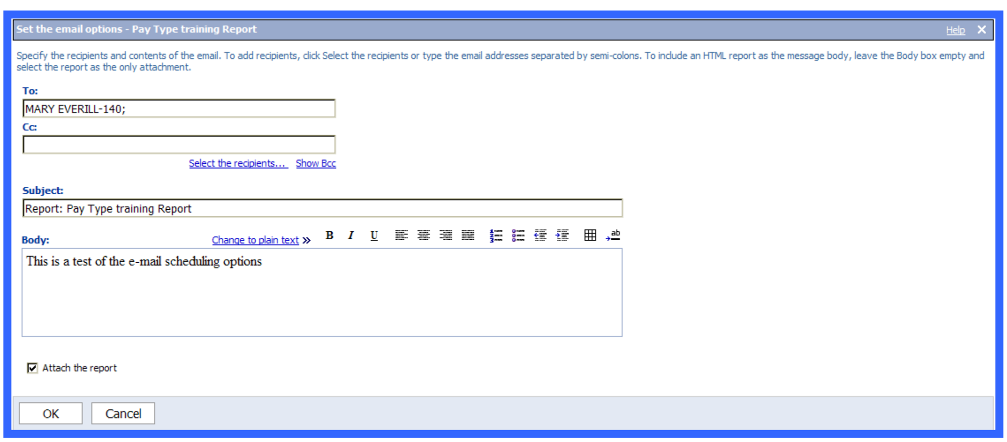
LAST NAME	EXPENDITURE SUB OBJECT CODE	Pay Type	INDEX CODE	INDEX TITLE	GL AMOUNT	PAYROLL HOURS
AAMODT	4105	Salary	4000	INVESTIGATIONS	204,240.17	9,091.0
AAMODT	4105	Salary	8121	BOISE WEST BASIC PROF NON CLASSIFIED	37,445.87	2,080.0
AAMODT	4105	Salary	8121	BOISE WEST C&P PROF NON CLASSIFIED	144,142.45	6,960.0
AARON	4105	Salary	3001	U OF I GENERAL	225,510.73	8,240.7
AASVIK	4105	Salary	0001	BSU GENERAL FUND	116,640.00	6,000.0
AASVIK	4105	Salary	0650	BSU UNRESTRICTED FUND	56,057.20	3,040.0
ABARE	4105	Salary	3001	U OF I GENERAL	1,300.00	100.0
ABBOTT	4105	Salary	1000	IDAHO DEPARTMENT OF LABOR	68,621.63	2,080.0
ABBOTT	4105	Salary	1000	LABOR	79,160.80	2,362.5
ABBOTT	4105	Salary	1015	TRANSPORTATION	20,589.57	858.5

12. Click the Back button on your browser, and then click HTML HTML. The HTML report output will open in Cognos Viewer.
13. Click Return, click Close, and beside Pay Rate training Report , under Actions, click Schedule.
14. Select the Disable the Schedule check box.

15. In the Delivery section, click the button beside Save the report, print it, or send an email, and then select Send a report by e-mail when the report is complete and then Click on Edit the E-mail Options.



The Set the e-mail options – Pay Type training Report window will open for you. Add a message in the Body of the report as shown below:



16. Type in the e-mail addresses separated by semi-colons.
17. Click OK.
18. Click OK to close the schedule dialog box.
19. Click Home and leave IBIS.